IT Procurement Policy Update

Hardware Working Group

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IT Procurement Policy

- Revised, Combined, and Updated Command Directives 3-98 and 10-01
- Consolidates numerous policies and procedures into a single easy to use directive
- Consists of overall policy and several enclosures categorized by the type of technology (i.e. NMCI Hardware, etc.)
- Includes attachments of forms required

IT Procurement Policy – Overall Policy

- Citations providing sources for policy
- Definitions of terms
- Policy to comply
- States applicability
- Assigns responsibilities

Enclosures

- NMCI Hardware Acquisition Procedures
- MCHS Hardware Acquisition Procedures
- Automatic Identity Technology (AIT) Technology
- Other Hardware Acquisition Procedures
- NMCI Software Acquisition Procedures
- Non-NMCI Software Acquisition Procedures
- IT Services Acquisition Procedures

IT Procurement Policy – Additional Enclosures

- Determination & Findings (D&F) Form
- Non-Marine Corps Common Hardware Suite (MCHS) Waiver Request
- Non-MCHS Waiver Approval Process
- USMC Software Waiver Request
- DADMS Questionnaire cited but not included

IT Procurement Policy – NMCI Hardware

- IT equipment connected to or intended for connection to the NMCI network. Examples include NMCI computers, laptops, and network devices.
- NMCI hardware procurement must follow the process described in enclosure (1)

- Start with ISC
- ISC enters into NET
- CTR validates
- PG/AC transfers funds to OCIO
- OCIO prepares task order
- OCIO sends order to NMCI
- Vendor installs

IT Procurement Policy – MCHS Hardware

- Workstations, laptops, servers, single board processors, and other centrally managed IT hardware that are procured outside of the NMCI contract in support of field units, organizations, or programs of record (POR) are considered MCHS hardware.
- “Centrally managed” refers to the Marine Corps central procurement and management of Non-NMCI computers through the MCHS Program under Product Group (PG) 10.
- MCHS hardware procurement must follow the process described in enclosure (2)

- Identify MCHS configuration & cost
- Prepare IT Procurement Request
- Submit via IT Procurement System
- Approved? Y/N
- Funded? Y/N
- If N, wait for funding
- If Y, MCHS buys
- Vendor delivers

IT Procurement Policy – AIT Technology

- AIT encompasses a variety of read, write and data storage technologies that can be used to improve the accuracy, timeliness and handling of data by automated systems. These technologies include but are not limited to barcodes, magnetic strips, integrated circuit cards, optical memory cards, contact memory buttons, biometrics, and radio frequency (RF) identification tags.
- AIT also includes related hardware and software required to read and write the information stored on the storage media and integrate that information with other data, including Unique Identification (UID).
- All AIT hardware and software will be centrally procured through the MCSC AIT Project office in PG-10 and licenses centrally managed in accordance with enclosure (3).

- Identify requirement
- Submit via IT Procurement System
- Approved? Y/N
- Funded? Y/N
- If N, wait for funding
- If Y, AIT buys
- Vendor delivers

IT Procurement Policy – Other Hardware

- Other hardware encompasses all information technology devices that are not included in the NMCI or the MCHS programs. Examples include, but are not limited to, the following: monitors, printers, scanners, external hard drives, computer connected test equipment, digital cameras, personal digital assistants (PDAs), computer connected projectors, Blackberries, combination Blackberry-cell phones, etc.
- Stand-alone cell phones (not combined with a PDA or Blackberry) are not governed by this policy but will be procured in accordance with reference (i).
- “Other” hardware procurement must follow the process described in enclosure (4)

- Prepare IT Procurement Request
- Submit via IT Procurement System
- Approval Y/N?
- Supports Command directly? Y/N
- If N, PM/PO procures
- If Y, PG/AC transfers funds & OCIO procures
- Vendor delivers

IT Procurement Policy – NMCI Software

- Client-based software used or intended for use on NMCI computers and systems is considered NMCI software. Examples are desktop applications, unique drivers, browser plug-ins, etc.
- NMCI software procurement must follow the NMCI software procurement process described in enclosure (5)

- If emerging application, submit IT Procurement Request (must go through certification process)
- If not, submit via Remedy
- If NMCI CLIN, PG/AC transfers funds & OCIO issues NET order, EDS delivers
- If not-NMCI CLIN, PG/AC transfers funds & OCIO buys, vendor delivers, EDS pushes

IT Procurement Policy – Non-NMCI Software

- Software used on or intended for use on hardware not connected to the NMCI or any server-based software is considered non-NMCI software.
- Non-NMCI software procurement must follow the process described in enclosure (6)

- Enterprise Software? Y/N
- If yes, coordinate w/PG 10 (If on contract, MCSELMS delivers)
- If no or not on contract, complete IT Procurement Request & submit via Remedy
- If Software Waiver required, complete documentation
- If approved & added to contract, MCSELMS processes
- If direct support to Command, PG/AC transfers funds, OCIO buys, vendor delivers
- If not direct support, PM buys

IT Procurement Policy – IT Services

- IT Services directly engage the time and effort of a contractor whose primary purpose is to perform feasibility studies, analysis, design, development, training, implementation, or maintenance of IT hardware or software. For example, IT services may involve specific technical computer skills such as programming, database administration, and hardware repair as well as business process analysis and design specifically associated with implementation of new or improvement to existing IT software or hardware systems.
- IT services do not include:
  - activities directly supporting IT that will be embedded in products such as vehicles or weapon systems
  - services performing routine administrative tasks using standard computer desktop office automation software. Prepare IT Procurement Request

- Submit via IT Procurement System
- If OCIO buy, transfer $$ to OCIO, OCIO buys
- If not, PM purchases

Summary

- Addresses NMCI, Non-NMCI, MCHS, IT hardware, IT software, AIT, IT services
- Addresses IT Procurement Request process, IT system registration in Department of Navy (DON) Applications & Database Management System (DADMS), & Business Management Modernization Program (BMMP) certification process
- Policy applies to all IT except that which is routine administrative support or is embedded in a weapon system

Conclusion

- Complexities of process require a policy to articulate the process and guide requestors step by step
- Policy will be presented in a Command briefing with Q&A
- Policy is being staffed and should be signed within the next month
- Draft is available for reference
- Questions??